

Manual Check Process

S_AHR_610187
54,
PC00_M10_CA
LC_SIMU,
PA30

Change History

Update the following table as necessary when this document is changed:

| Date | Name | Change Description |
|------------|---------------|--------------------|
| 11/11/2004 | Beth Dockins | Recreated. |
| 12/16/2004 | Angie Caudill | Updates to script |

Purpose

Use this procedure to reconcile taxes and pay back the agency for a manual check.

The agency creates a manual check because the current payroll was “exited” and the employee will not wait to be paid the missing pay on the next pay period.

Trigger

Perform this procedure when a manual check is necessary to pay an employee because the employee was not paid correctly during the pay period.

The employee's check does not include all of the pay they are entitled to (i.e. overtime, shift, call back, etc.).

Prerequisites

Payroll was processed.

Menu Path

- Human Resources → Payroll → Americas → USA → Info System → Payroll results → Display payroll results
- Human Resources → Payroll → Americas → USA → Payroll → Simulation
- Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code

S_AHR_61018754, PC00_M10_CALC_SIMU, PA30

Helpful Hints

The Payroll Analyst is responsible for all of the following steps:

- Print out the employee's payroll log for the pay period that is missing the manual check pay. This needs to be done before the missing pay is entered into HRMS. (There won't be a log if the whole check was missed). You need to know the net amount (/559)
- Run a payroll simulation for the next pay period to record the net. Again this must be done before entering the missing pay into HRMS.
- Enter the missed pay for the old pay period in HRMS.
- Run a payroll simulation for the next pay period. This should cause the old pay period to be retrocalculated and the missed pay will be forwarded to the next pay period.
- The simulation will have the new net for the next pay period. Take the original net in step 2 and subtract it from the new net in step 4. The difference between the nets is the amount paid to the employee on the manual check.
- Take that net difference and add this amount as a wage type deduction 3100 Agency Reimbursement to infotype 0015 Additional Payments.
- When the next pay period processes, the employee should be paid his normal net but the retro pay will go through the payroll process and the taxes will be adjusted for the extra pay.

Procedure

1. You have started the task using the transaction code or menu path (S_AHR_61018754).

Display payroll results

The screenshot displays the SAP 'Display payroll results' transaction. At the top, there is a menu bar with 'Personnel number', 'Edit', 'Goto', 'Tables', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is divided into two sections. The left section, titled 'Selection', contains a 'Personnel number' field and a 'all results from' field. The right section, titled 'Overview of Payroll Results', contains a table with the following columns: 'Pmt date', 'For-Peri...', 'In-Period', 'Start/FP', 'End/FP', 'OC ...', 'OC ...', 'P ...', 'P ...', 'O ...'. The table is currently empty. At the bottom of the screen, there is a status bar showing 'RD0 (1) (201)' and 'ssvaphrddci INS'.

2. As required, complete/review the following fields:

| Field Name | R/O/C | Description |
|------------------|-------|--|
| Personnel number | R | This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. Example: 20000119 |

3. Click  .

Display payroll results

Display payroll results SAP

Selection

Personnel number
all results from

Personnel numbers selected

| R... | Pers.No. | Name |
|------|----------|------------------|
| + | 20000119 | Mr. Manuel Check |

Payroll Results Mr. Manuel Check / USA

| ... | Pmt date | ... | For-Peri... | In-Period | Start/FP | End/FP | OC... | OC... | P... | O... | ... |
|-----|------------|-----|-------------|-----------|------------|------------|-------|-------|------|------|-----|
| ☑ | 02/25/2004 | | 04.2004 | 04.2004 | 02/01/2004 | 02/15/2004 | | | 11 | 11 | |

RD0 (1) (201) ssvaphrddci INS

4. Double-click

| | | | | | |
|---|------------|---------|---------|------------|------------|
| ☑ | 02/25/2004 | 04.2004 | 04.2004 | 02/01/2004 | 02/15/2004 |
|---|------------|---------|---------|------------|------------|

 .

Display payroll results

Personnel number: 20000119
 all results from: Mr. Manuel Check

| R... | Pers.No. | Name |
|----------|------------------|------|
| 20000119 | Mr. Manuel Check | |

| Name | Name | Nu... |
|---------|--|-------|
| WPBP | Work Center/Basic Pay | 1 |
| RT | Results Table | 88 |
| RT_ | Results Table (Collapsed Display) | 88 |
| CRT | Cumulative Results Table | 90 |
| BT | Payment Information | 1 |
| C0 | Cost Distribution | 1 |
| V0 | Variable Assignment | 3 |
| VERSION | Information on Creation | 1 |
| PCL2 | Update information PCL2 | 1 |
| VERSC | Payroll Status Information | 1 |
| TAX | Employee tax details | 2 |
| TAXR | Residence and unemployment tax details | 4 |
| TAXPR | Tax proration table | 1 |
| TCRT | Cumulated tax results | 209 |
| NAME | Name of Employee | 1 |
| ADR | Address | 1 |
| PERM | Personal Characteristics | 1 |
| MODIF | HR-PAY-99: Modifiers | 1 |

RD0 (1) (201) ssvaphrddci INS

5. There are two results tables to choose from. Select Collapsed Display.

| | | |
|-----|-----------------------------------|----|
| RT | Results Table | 88 |
| RT_ | Results Table (Collapsed Display) | 88 |

6. Double-click **RT_**.

Tables / field strings of payroll result

Personnel No. 20000119 Mr. Manuel Check - USA
Seq. number 00001 - accounted on 11/11/2004 - current result
For-Period 04.2004 (02/01/2004 - 02/15/2004)
In-Period 04.2004 (Fin.: 02/15/2004)


Table RT - Results Table (Collapsed Display)

| A Wage type | APC1C2C3ABKoReBTAwvTvn One amount/one number | Amount |
|----------------------|--|----------|
| * /101 Total gros | | 1,774.50 |
| * /102 401(k) Wag | | 1,774.50 |
| * /109 ER benefit | | 276.94 |
| * /110 Net payment | | 177.97- |
| * /114 Base wage | | 1,774.50 |
| * /190 J1 Base | | 1,774.50 |
| * /191 Spcl Union | | 1,774.50 |
| * /192 DCP Base | | 1,774.50 |
| * /193 LTD Base | | 1,774.50 |
| * /194 R1 Base | | 1,774.50 |
| * /195 Rtmnt Base | | 1,774.50 |
| * /196 Plan1 Base | | 1,774.50 |
| * /301 TG Withho1 01 | | 1,774.50 |
| * /303 TG EE Soci 01 | | 1,774.50 |
| * /304 TG ER Soci 01 | | 1,774.50 |
| * /305 TG EE Medi 01 | | 1,774.50 |
| * /306 TG ER Medi 01 | | 1,774.50 |
| * /310 TG ER Unem 02 | | 1,774.50 |
| * /332 TG ER Acci 02 | | 1,774.50 |
| * /333 TG ER Medi 02 | | 1,774.50 |
| * /334 TG ER Supl 02 | | 1,774.50 |
| * /342 TG EE Supl 02 | | 1,774.50 |
| * /343 TG EE Medi 02 | | 1,774.50 |
| * /401 TX Withho1 01 | | 225.13 |
| * /403 TX EE Soci 01 | | 110.02 |
| * /404 TX ER Soci 01 | | 110.02 |
| * /405 TX EE Medi 01 | | 25.73 |

RD0 (1) (201) ssvaphrddci INS

7. Find the /559 technical wage type. This was the employee's net pay for the pay period.

| | | |
|----------------|----|----------|
| * /559 Payment | 01 | 1,230.98 |
|----------------|----|----------|

8. Click  to exit the transaction.
9. You started the next task using the transaction code or menu path (PC00_M10_CALC_SIMU).

Payroll Driver (USA)



You now need to find out the employee's net pay on the next pay period. This must be done before the missed pay is entered into HRMS.

10. As required, complete/review the following fields:

| Field Name | R/O/C | Description |
|----------------|-------|---|
| Payroll Area | R | This is a grouping of similar employees for whom payroll is run at the same time and in the same way. Example: 11 |
| Current Period | C | It is the most recent pay period that has not been paid yet and will be paid during the next payroll run. |
| Other Period | C | This is a selection option that allows the user to run a report, execute a transaction, or run a program for a specific pay period. |

Title: Manual Check Process
Processes :
Sub-Processes :

HRMS Training Documents

| Field Name | R/O/C | Description |
|------------------|-------|--|
| Personnel Number | R/O | This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. Example: 20000119 |
| Payroll Area | R | This is a grouping of similar employees for whom payroll is run at the same time and in the same way. Example: 11 |
| Schema | R | This is a program that stores rules for calculating payroll. Example: ZP00 |

11. Select ☐ Display log .

State of Washington HRMS

Payroll Driver (USA)

Program Edit Goto System Help

Payroll Driver (USA)

Selections from Search helps

Payroll period

Payroll area 11

☒ Current period

☐ Other period 5 2004

Selection

Personnel Number 2000019

Payroll area 11

General program control

Reason for payroll

Off-cycle payroll

Schema ZP00

Forced retro.accounting as of

☒ Test run (no update)

Log

☒ Display log

☐ Display log for time management additionally


Display variant for log

Remuneration statement parameters

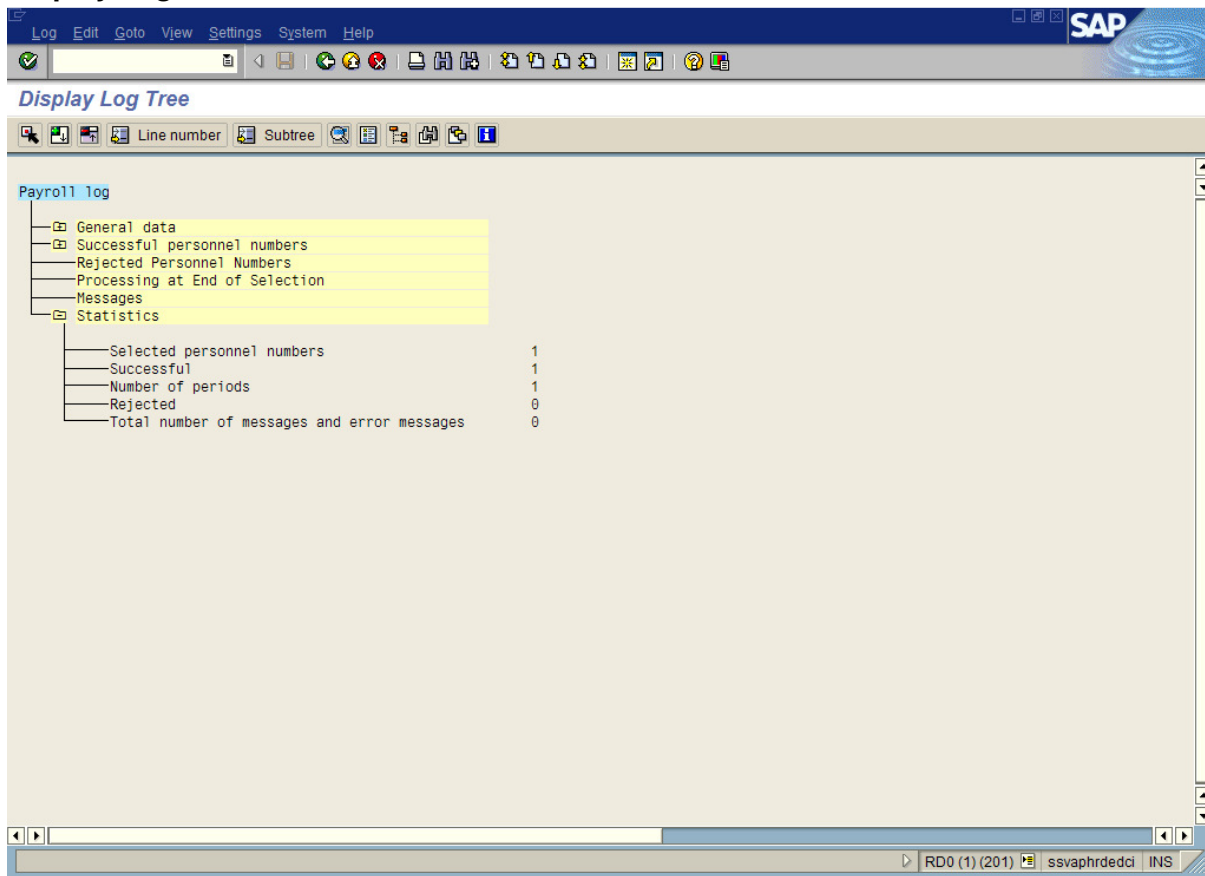
☐ Display variant Rem. stateme

☒ No remuneration statement

PC00_M10_CALC_SIMU ssvaphrtedci OVR

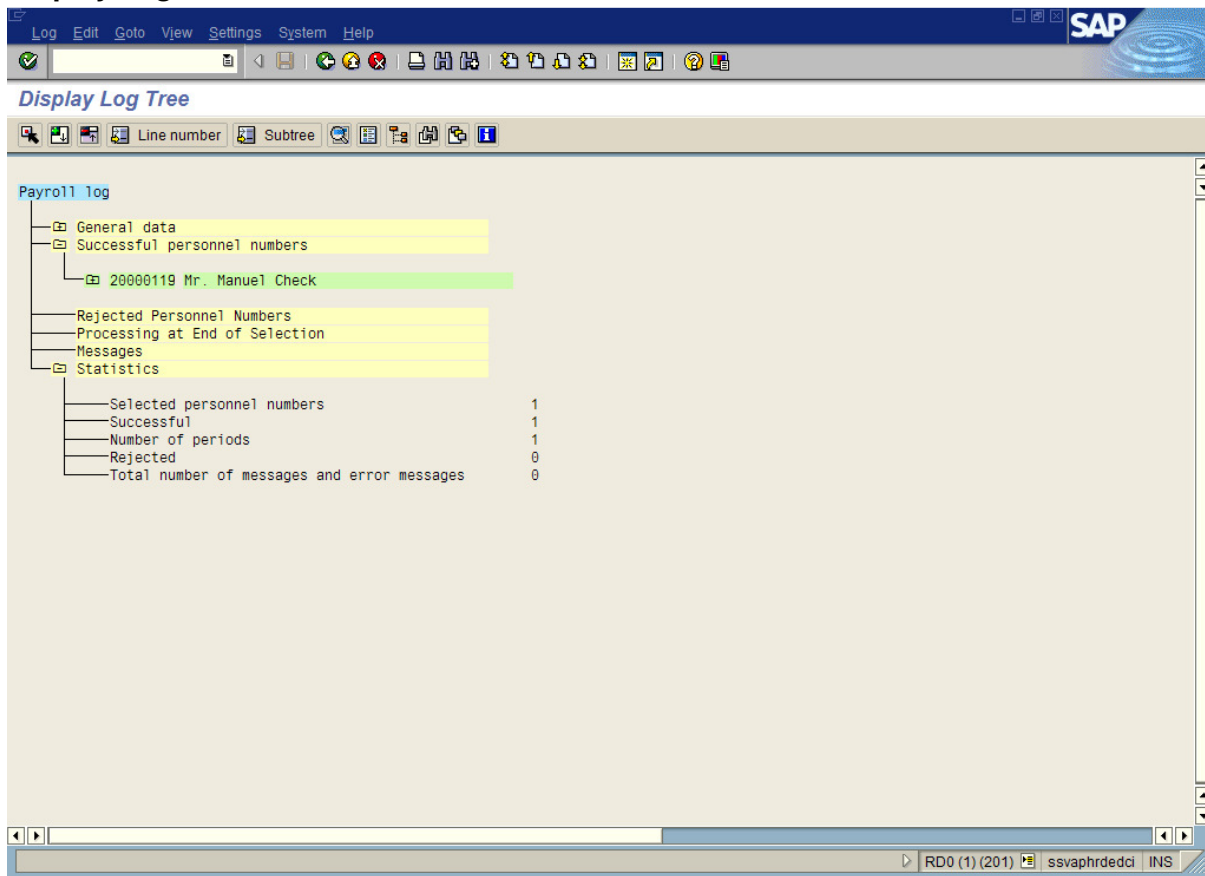
12. Click  to run the payroll simulation.



Display Log Tree



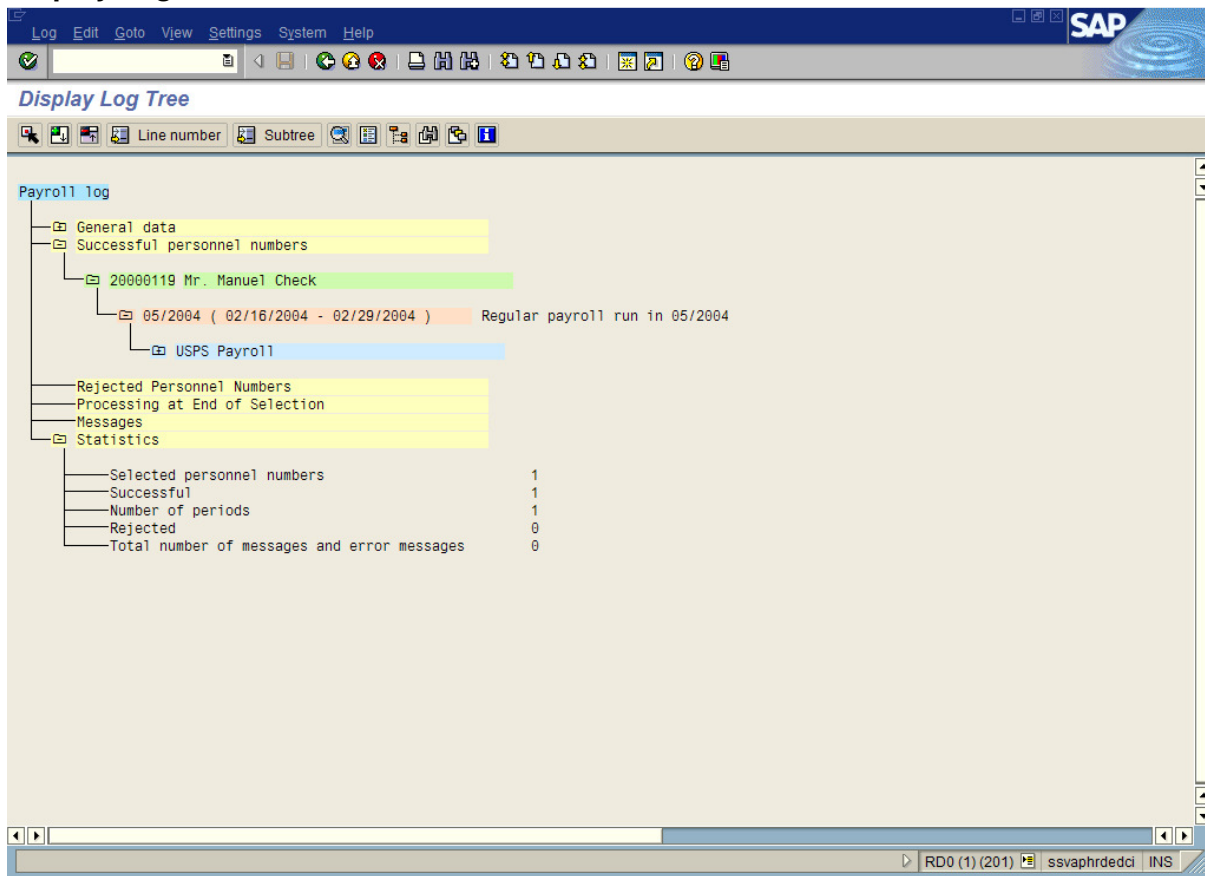
13. Drill down to view the wage type: Successful personnel numbers → Employee Name → Date → USPS Payroll → Final Processing USA as shown below.


Display Log Tree



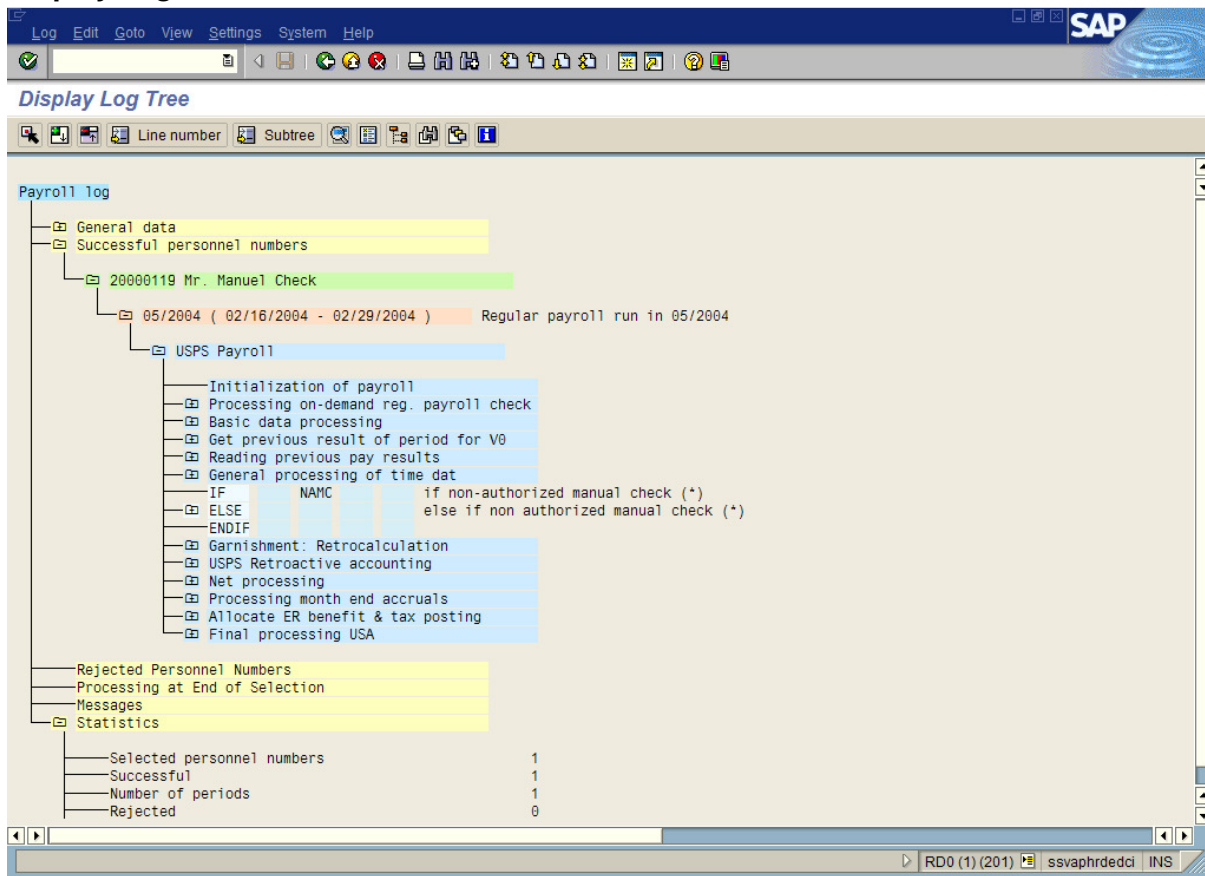
14. Click  20000119 Mr. Manuel Check .
15. Click  05/2004 (02/16/2004 - 02/29/2004) .


Display Log Tree



16. Click  **USPS Payroll** .

Display Log Tree




17. Click  **Final processing USA** .

Display Log Tree

18. Scroll down until you can find the net pay (/559).

19. Take note of the net pay for period 5/2004.

| | | |
|----------------|----|----------|
| * /559 Payment | 01 | 1,230.98 |
|----------------|----|----------|

20. Click  to exit the transaction.



In this example, the employee was paid for pay period 4/2004. (02/01/2004 through 02/15/2004). The person worked overtime during this time but it wasn't entered in time for the 4/2004 payroll run, so the missed overtime pay must be entered as an overtime retrocalculation in CATS. The time was entered using CATS and it was moved to infotype 2010. In this example, we will only show the resulting infotype 2010 records. If you would like to see how to enter overtime, see the CATS user procedures.

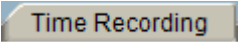
21. You started the task using the transaction code or menu path. (PA30)

Maintain HR Master Data

22. As required, complete/review the following fields:

| Field Name | R/O/C | Description |
|---------------|-------|--|
| Personnel no. | R | This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. Example: 20000119 |

23. Click .


24. Click .

Maintain HR Master Data

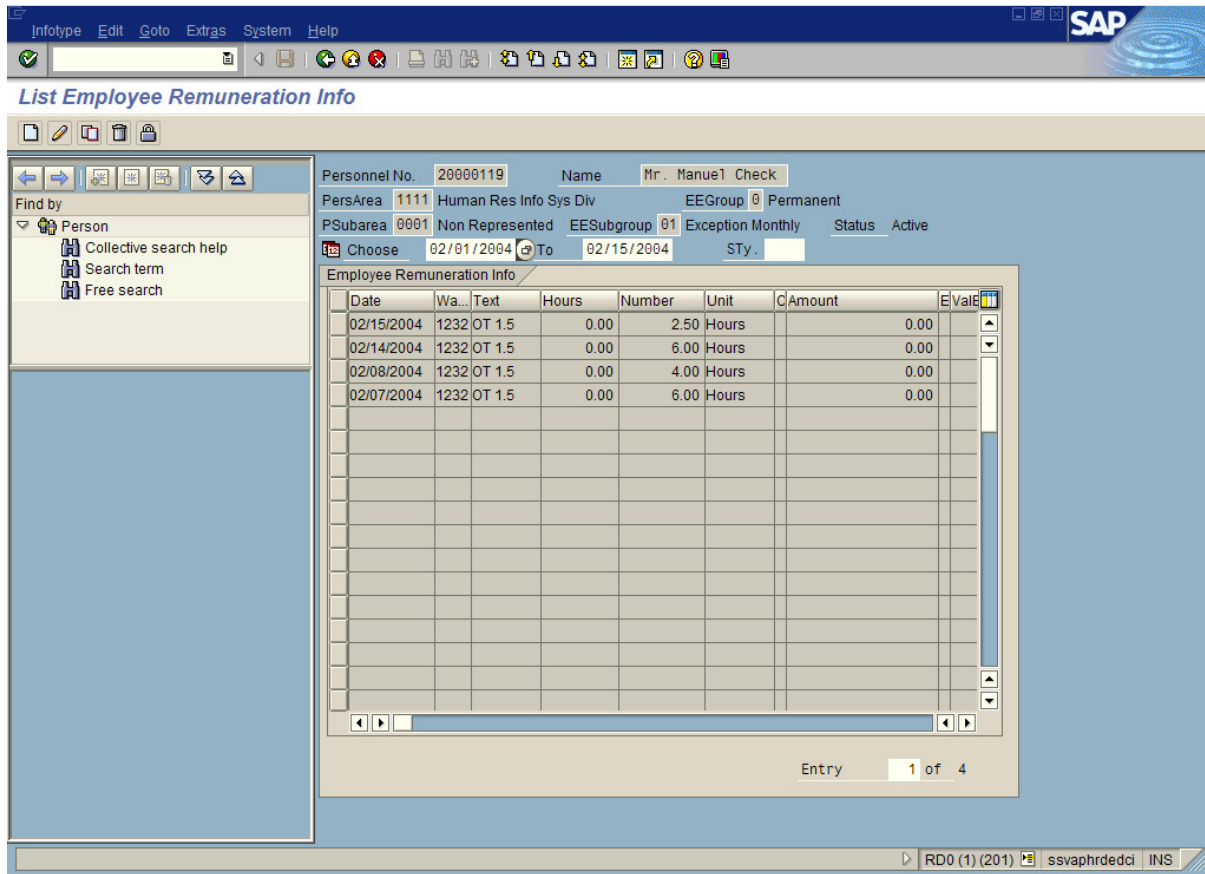
25. As required, complete/review the following fields:

| Field Name | R/O/C | Description |
|------------|-------|---|
| Infotype | R | This is a screen that is used to enter employee information and to group related data fields together. It provides audit trails and data for reports and history. Example: 2010 Most don't use direct selection |
| Period | R | This is the pay period for which the report, transaction, or program is being run. Example: 02/01/2004 to 02/15/2004 |

26. Click .

27. Click  to see the overtime records.

List Employee Remuneration Info



The screenshot shows the SAP 'List Employee Remuneration Info' screen. The top bar includes the SAP logo and standard menu options (Info type, Edit, Goto, Extras, System, Help). Below the menu is a toolbar with various icons. The main area is divided into a left sidebar and a central data area. The sidebar contains a 'Find by' section with options: Person, Collective search help, Search term, and Free search. The central area displays employee data for 'Mr. Manuel Check' (Personnel No. 20000119). The data includes PersArea (1111), Human Res Info Sys Div, EEGroup (0), Permanent, PSubarea (0001), Non Represented, EESubgroup (01), Exception Monthly, and Status (Active). The 'Employee Remuneration Info' table shows columns for Date, Wa... Text, Hours, Number, Unit, CAmount, and E Val. The table contains four rows of data for dates 02/15/2004, 02/14/2004, 02/08/2004, and 02/07/2004, all with a value of 0.00. The bottom status bar shows 'RD0 (1) (201)' and 'ssvaphrddci INS'.

| Date | Wa... Text | Hours | Number | Unit | CAmount | E Val |
|------------|-------------|-------|--------|-------|---------|-------|
| 02/15/2004 | 1232 OT 1.5 | 0.00 | 2.50 | Hours | 0.00 | 0.00 |
| 02/14/2004 | 1232 OT 1.5 | 0.00 | 6.00 | Hours | 0.00 | 0.00 |
| 02/08/2004 | 1232 OT 1.5 | 0.00 | 4.00 | Hours | 0.00 | 0.00 |
| 02/07/2004 | 1232 OT 1.5 | 0.00 | 6.00 | Hours | 0.00 | 0.00 |

28. Click  .

Maintain HR Master Data

The screenshot shows the SAP HR Master Data maintenance interface. The top menu bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The title bar reads 'Maintain HR Master Data'. The main window displays the following data:

- Personnel no.: 20000119
- Name: Mr. Manuel Check
- PersArea: 1111 Human Res Info Sys Div
- EEGroup: Permanent
- PSubarea: 0001 Non Represented
- EESubgroup: 01 Exception Monthly
- Status: Active


Below the data fields are tabs for 'Basic Personal Data', 'Payroll', 'Benefits', 'Time Recording', and 'Addtl. Person...'. The 'Basic Personal Data' tab is active, showing a list of infotypes on the left and a 'Period' selection area on the right. The 'Period' area shows a date range from 02/01/2004 to 02/15/2004. The 'Direct selection' section at the bottom shows 'Infotype' as 'Employee Remuneration Info' and 'STy' as 'STy'.

29. Click .

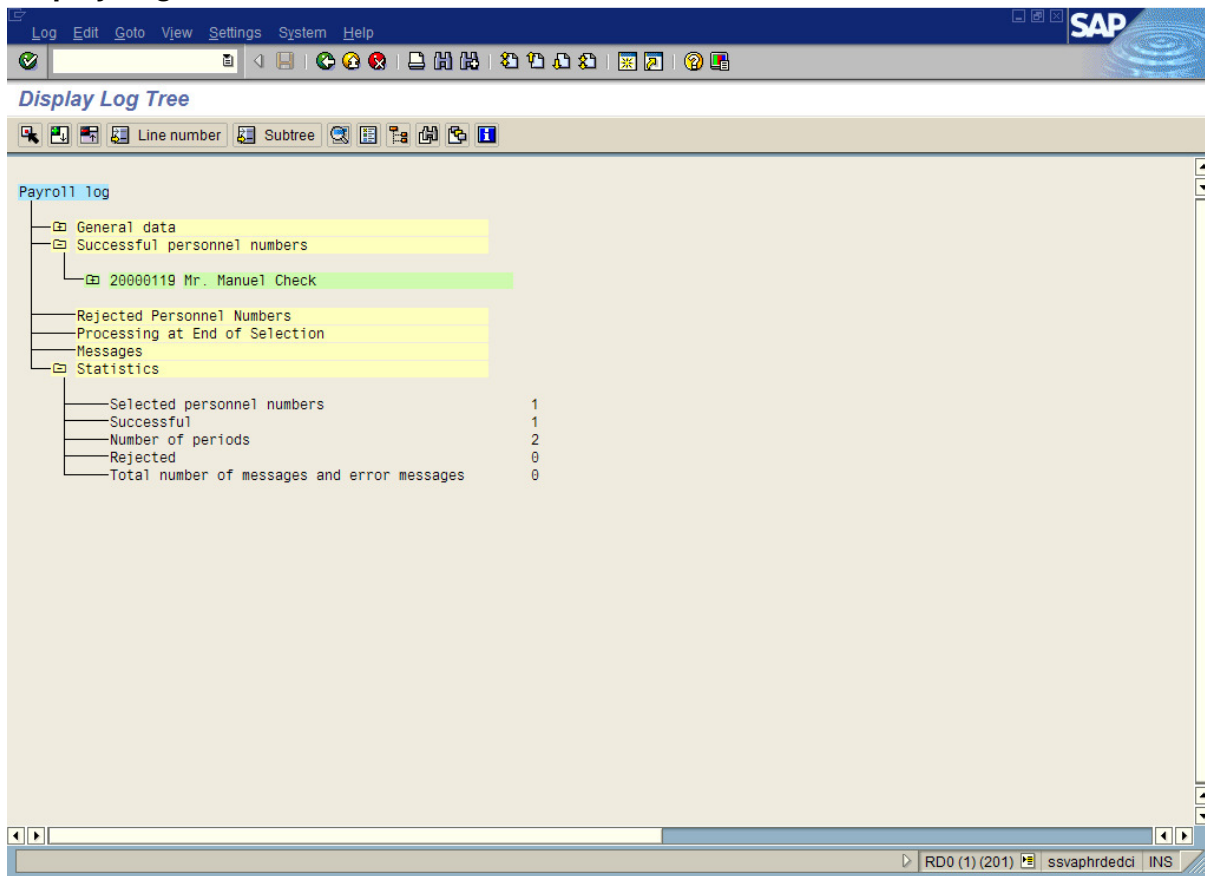
30. Run simulation again for the same pay period that was run before in the past task. The new net pay should now include the retrocalculated overtime amount that was entered in the employee's infotype 2010 (See "Run Payroll Simulation and View Log" user procedure for assistance)





Notice how it shows "2" periods were calculated. This is because it recalculated period 4/2004 because of the overtime hours that were entered. Because period 4/2004 was exited, HRMS will forward the missed money to the next pay period. This is shown on technical wage type /X02 Out Flow in the 4/2004 payroll log and the /Z02 In Flow in the 5/2004 payroll log. Wage types /X02 and /Z02 will not be produced when the employee is in withdrawn status. But retro pay will be calculated and forwarded to the next pay period until it is paid. (See example below)

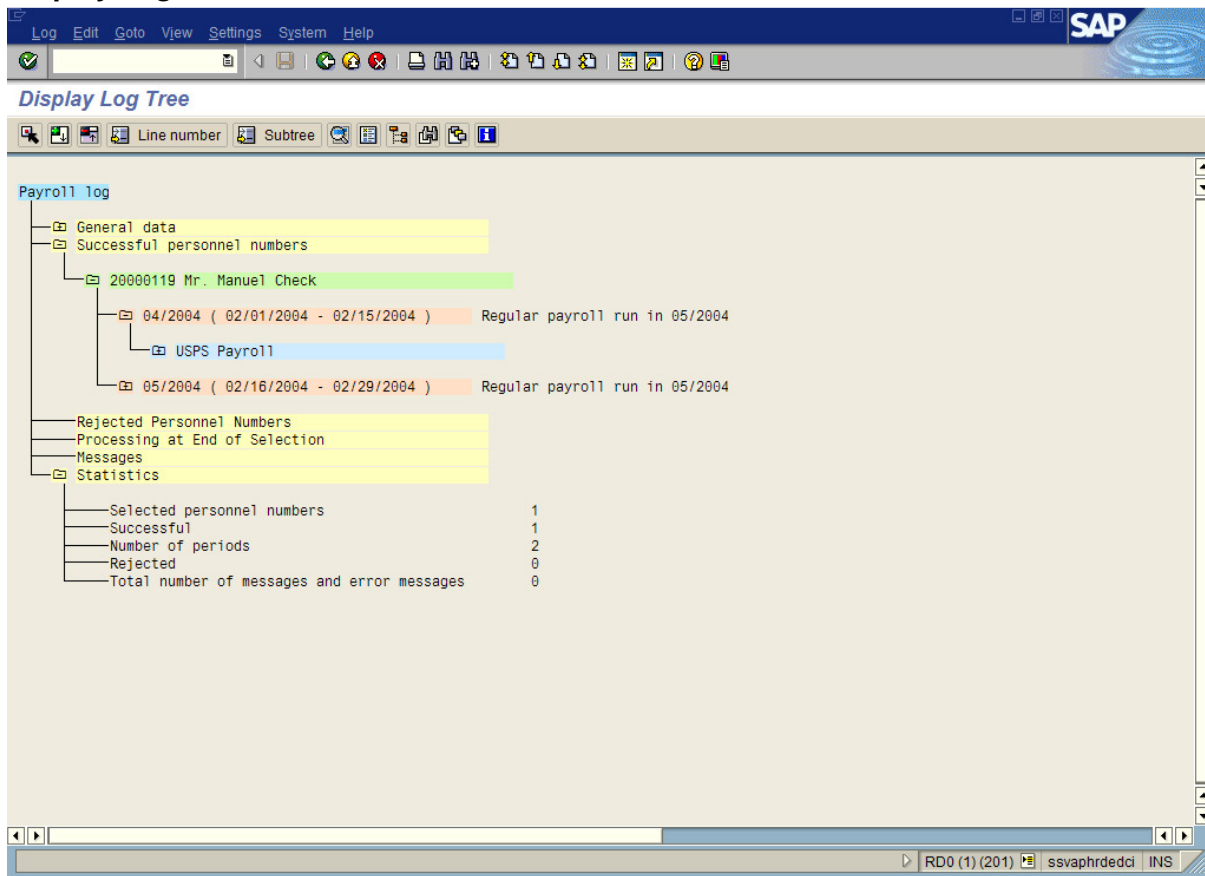
31. Click  **Successful personnel numbers**.


Display Log Tree



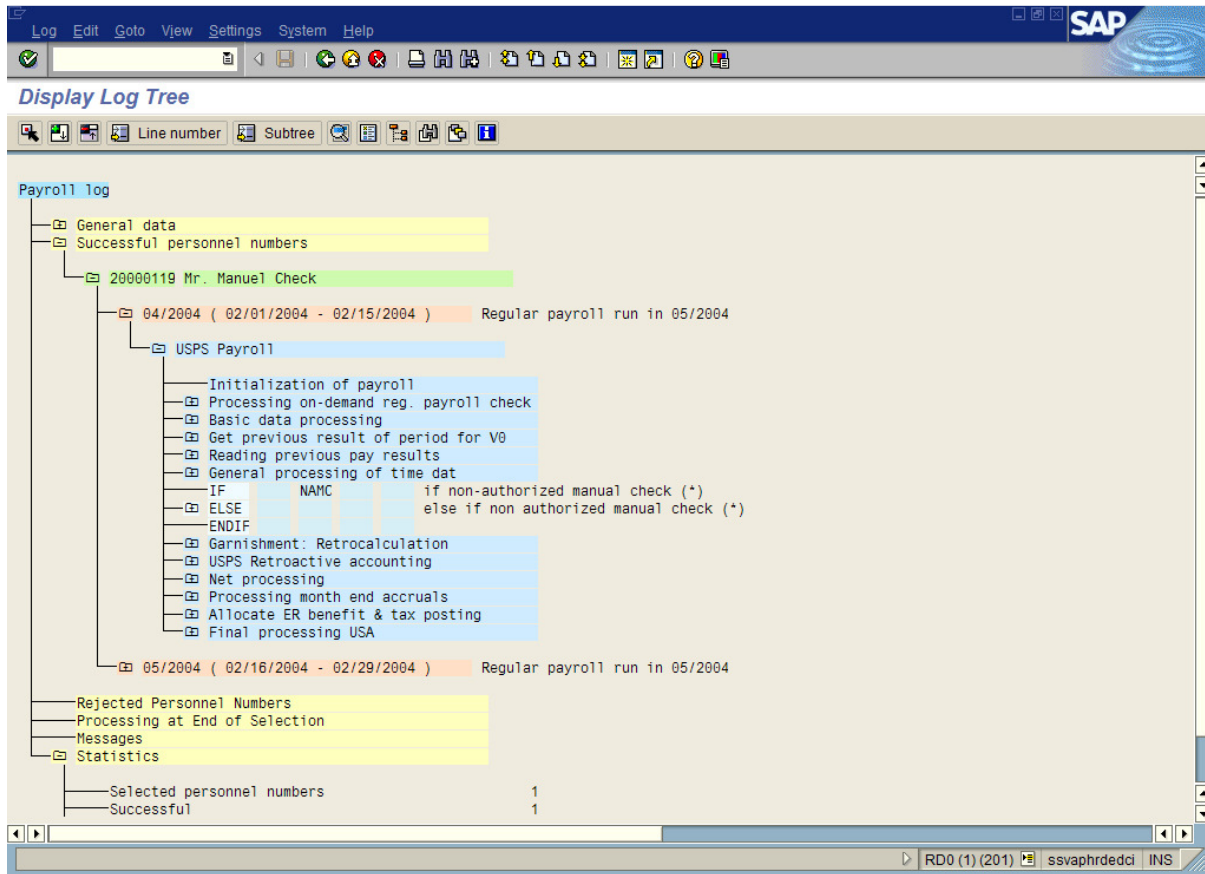
32. Click  20000119 Mr. Manuel Check .
33. Click  04/2004 (02/01/2004 - 02/15/2004) .


Display Log Tree



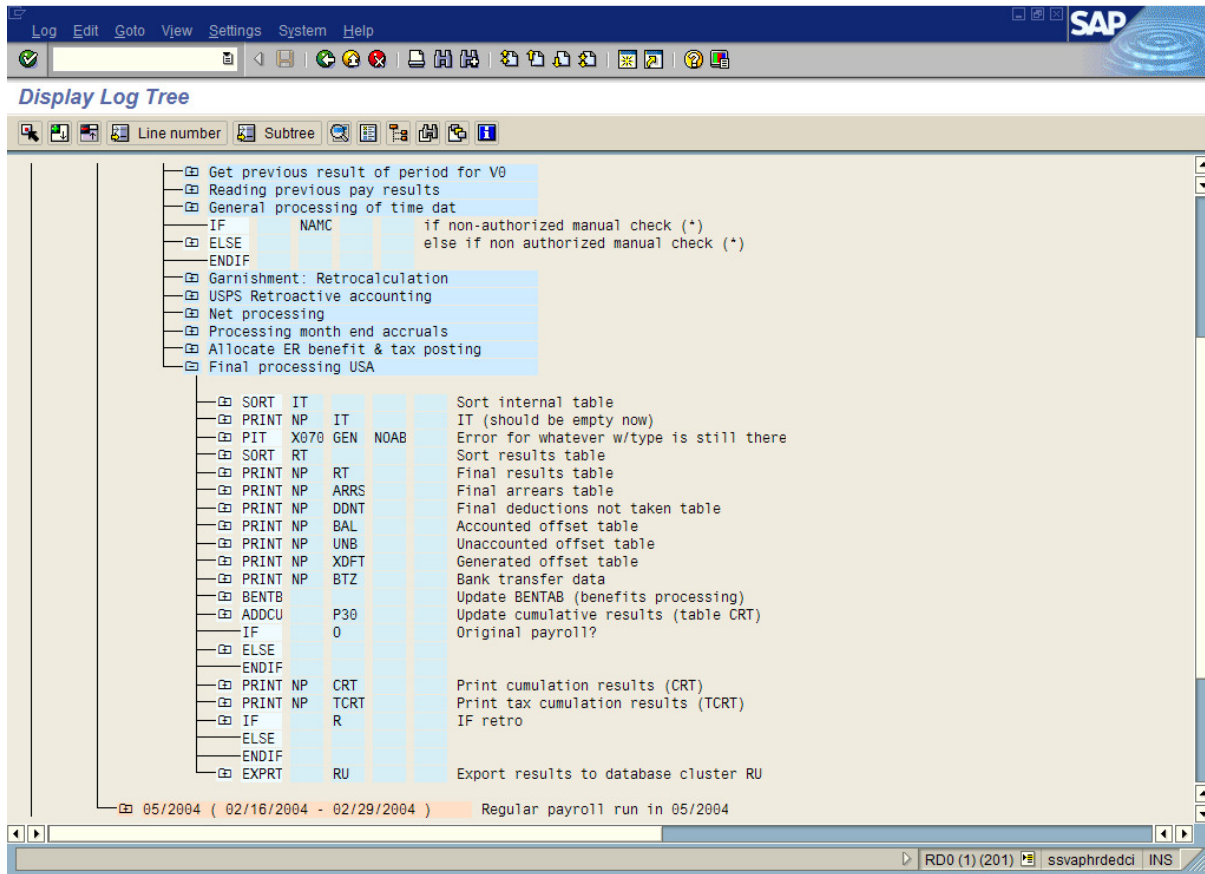
34. Click  **USPS Payroll**.

Display Log Tree



35. Click  Final processing USA .

Display Log Tree



36. Double Click **PRINT NP RT** Final results table .

Detail View of Log

| | | | | |
|---|----|------|----------|--|
| <div> <div>Display Edit Goto Utilities Settings System Help</div> <div> </div> </div> | | | | |
| <div> <div>Detail View of Log</div> <div> </div> </div> | | | | |
| * /442 TX EE Sup1 | 02 | | 2.88 | |
| * /443 TX EE Medi | 02 | | 1.79 | |
| * /550 Statutory | | | 2,024.45 | |
| * /551 Retrocalc. | | | 615.50- | |
| * /553 Recalc.dif | | | 615.50- | |
| * /559 Payment | 01 | | 1,230.98 | |
| * /560 Amount to | | | 1,230.98 | |
| * /5PY Good Money | | | 1,774.50 | |
| * /5U0 Tot EE tax | | | 365.55 | |
| * /5U1 Tot ER tax | | | 145.00 | |
| * /5U3 Number of | | 1.00 | | |
| * /5UA Gen Taxabl | | | 2,390.00 | |
| * /5UB Tax base w | | | 1,774.50 | |
| * /5UG Tax gross | | | 2,390.00 | |
| * /5UH Worked Hou | 02 | | 80.00 | |
| * /5UN Month 2 in | 02 | | 1.00 | |
| * /5UT Actual Wor | | | 80.00 | |
| * /5UU Taxable Ho | | | 80.00 | |
| * /5Uw Number of | 02 | | 2.00 | |
| <div> <div>RD0 (1) (201) ssvaphrddci INS</div> </div> | | | | |

37. The 4/2004 net will be the same but you will now see the retrocalc difference.


| | | | | |
|-------------------|----|--|----------|--|
| * /550 Statutory | | | 2,024.45 | |
| * /551 Retrocalc. | | | 615.50- | |
| * /553 Recalc.dif | | | 615.50- | |
| * /559 Payment | 01 | | 1,230.98 | |

38. Scroll down and you will see the overtime.

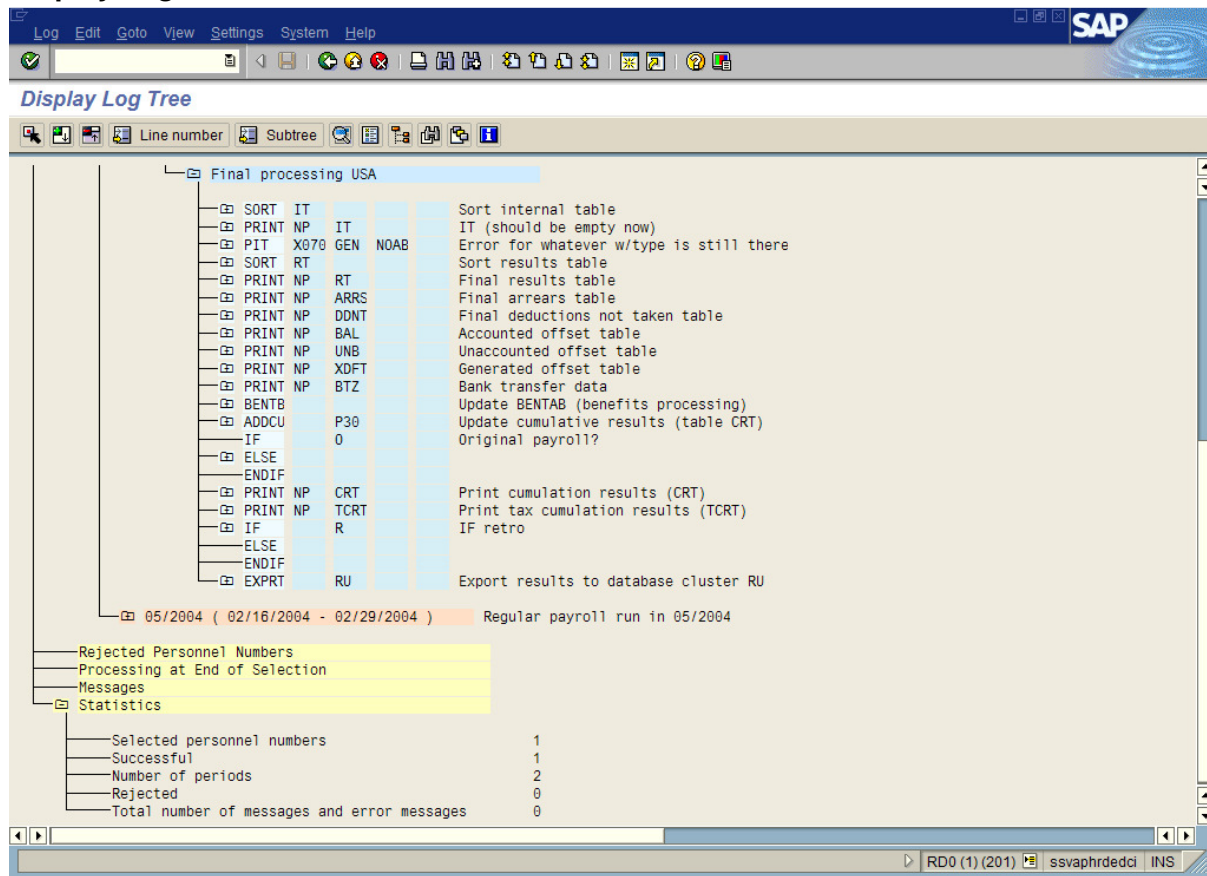
| | | | | |
|----------------------|----------|-------|-------|--------|
| 3 1216 Overtime . 01 | W 04 001 | 11.09 | 18.50 | 205.17 |
| 3 1223 Salary hou 01 | W 04 | | 80.00 | |
| 3 1232 OT FLSA 1. 01 | W 04 001 | 22.18 | 18.50 | 410.33 |


39. Also look for the /X02 Outflow wage type.


| | | | |
|-------------------|-------|-------|----------|
| * /R00 Regular Ra | 22.18 | 98.50 | 2,184.83 |
| * /X02 Outflow(/1 | | | 615.50 |

40. Click  to back out to the log.

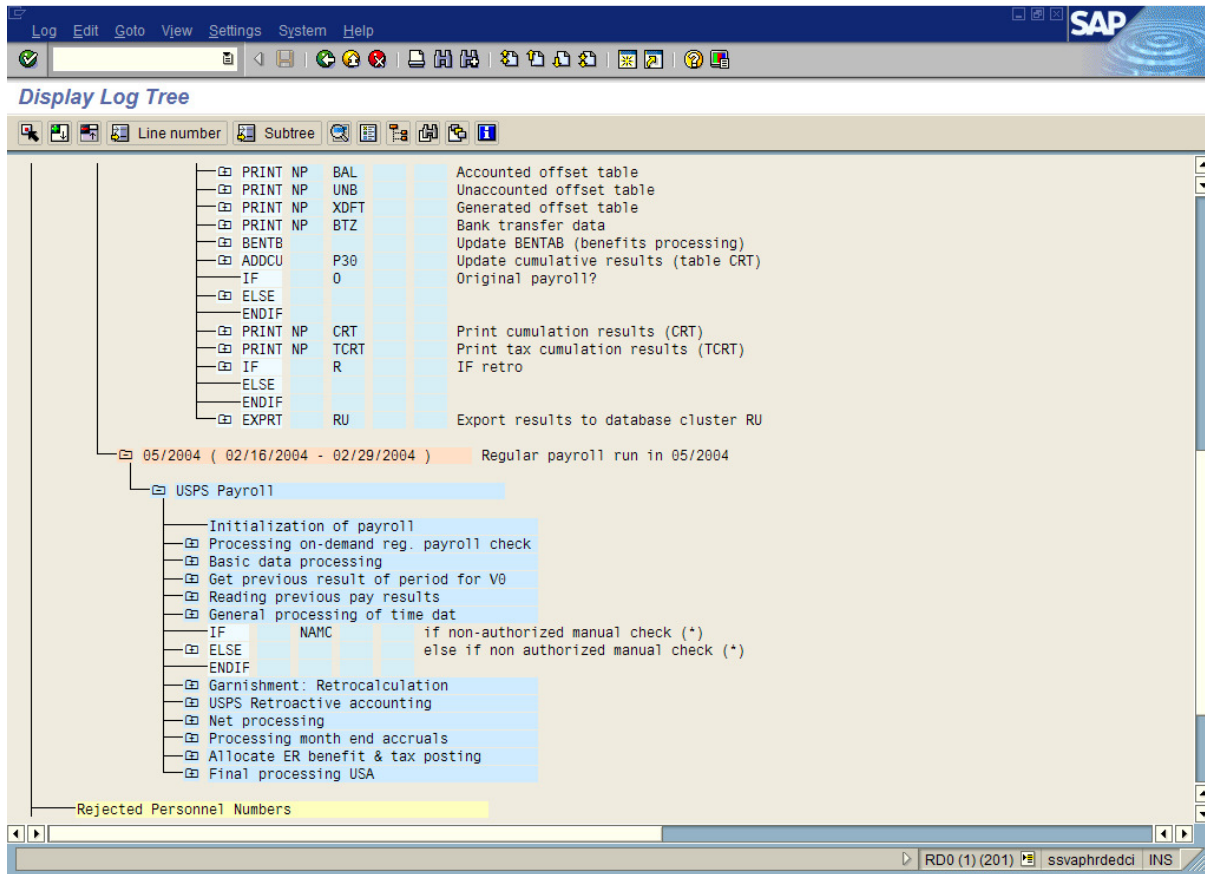
Display Log Tree




41. Click  05/2004 (02/16/2004 - 02/29/2004) .

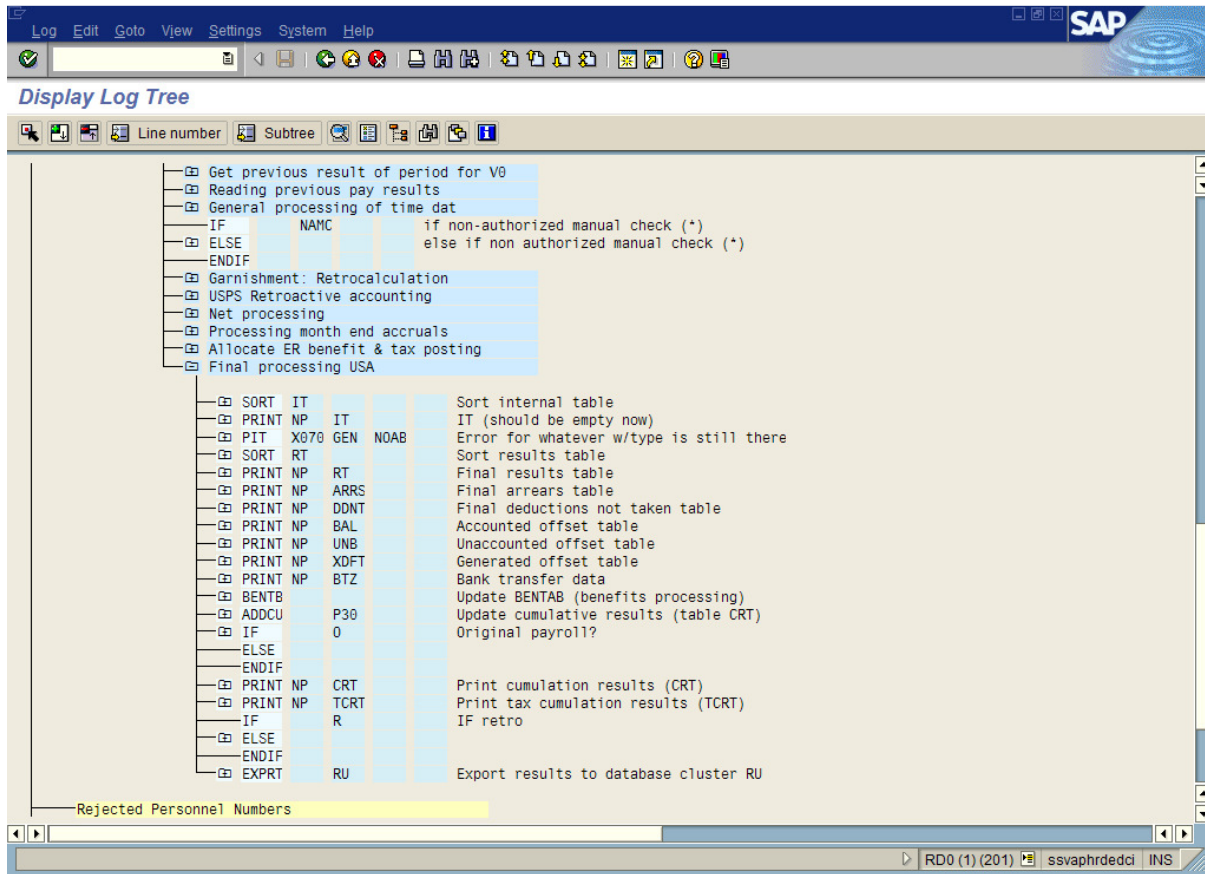
42. Click  USPS Payroll .

Display Log Tree



43. Click  Final processing USA .

Display Log Tree



44. Double-click **RT**.

Detail View of Log


| | | |
|--|------|----------|
| Display Edit Goto Utilities Settings System Help | | |
| SAP | | |
| Detail View of Log | | |
| * /434 TX ER Sup1 | 02 | 2.88 |
| * /442 TX EE Sup1 | 02 | 2.88 |
| * /443 TX EE Medi | 02 | 1.79 |
| * /550 Statutory | | 1,214.13 |
| * /552 Difference | | 615.50 |
| * /559 Payment | 01 | 1,627.04 |
| * /560 Amount to | | 1,627.04 |
| * /5PY Good Money | | 2,390.00 |
| * /5U0 Tot EE tax | | 560.37 |
| * /5U1 Tot ER tax | | 192.09 |
| * /5U3 Number of | 1.00 | |
| * /5UA Gen Taxabl | | 1,774.50 |
| * /5UB Tax base w | | 1,774.50 |
| * /5UG Tax gross | | 1,774.50 |
| * /5UH Worked Hou | 02 | 80.00 |
| * /5UT Actual Wor | | 80.00 |
| * /5UU Taxable Ho | | 80.00 |
| * /5Uw Number of | 02 | 2.00 |
| * /601 TB Withho1 | 01 | 2,258.91 |

45. Locate the net for 5/2004.

| | | |
|-------------------|----|----------|
| * /550 Statutory | | 1,214.13 |
| * /552 Difference | | 615.50 |
| * /559 Payment | 01 | 1,627.04 |

46. Scroll down and find the /Z02 Inflow.

| | |
|-------------------|--------|
| * /Z02 Inflow(/10 | 615.50 |
|-------------------|--------|

47. Click  to exit the transaction .



You now have the old net & new net for the next pay period (5/2004). Subtract the old net from the new. The difference (\$396.06) should be the amount of the manual

check. It is also the amount you need to deduct from the 5/2004 pay period using wage type 3100. The employee's net will be back to \$1230.98 and the taxes will be calculated on the overtime pay.

- 48.** You started the next task using the transaction code or menu path (PA30).

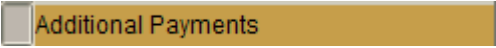
Maintain HR Master Data

The screenshot shows the SAP HR Master Data maintenance interface. The top menu bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The title bar reads 'Maintain HR Master Data'. The main area displays data for Personnel no. 20000119, Name Mr. Manue1 Check, PersArea 1111, Human Res Info Sys Div, EEGroup Permanent, PSubarea 0001, Non Represented, EESubgroup 01, Exception Monthly, and Status Active. A tabbed interface at the bottom shows 'Basic Personal Data', 'Payroll', 'Benefits', 'Time Recording', and 'Addtl. Person...'. The 'Basic Personal Data' tab is active, showing a list of infotypes on the left (Planned Working Time, Absences, Absence Quotas, Attendances, Attendance Quotas, Quota Corrections, Substitutions, Time Quota Compensation, Overtime) and a 'Period' selection area on the right. The 'Period' area has radio buttons for 'Today', 'Curr.week', 'All', 'Current month', 'From curr.date', 'Last week', 'Up to Today', 'Last month', 'Current Period', and 'Current Year', along with a 'Choose' button. A 'Direct selection' section at the bottom has an 'Infotype' field and an 'STy' button. The status bar at the bottom right shows 'RD0 (1) (201)' and 'ssvaphrddci INS'.

49. Click  .

Maintain HR Master Data

The screenshot shows the SAP HR Master Data maintenance interface. The top menu bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The title bar reads 'Maintain HR Master Data'. The main area displays data for Personnel no. 20000119, Name Mr. Manue1 Check, PersArea 1111, Human Res Info Sys Div, EEGroup Permanent, PSubarea 0001, Non Represented, EESubgroup 01, Exception Monthly, and Status Active. The 'Basic Personal Data' tab is selected. A list of infotypes is shown with checkboxes: Basic Pay (checked), Recurring Payments/Deductions (checked), Additional Payments (checked), Cost Distribution (checked), Bank Details (checked), External Bank Transfers (checked), Payroll Status (checked), Residence Tax Area (checked), and Work Tax Area (checked). The 'Period' section has radio buttons for 'Today', 'Curr.week', 'A11', 'Current month', 'From curr.date', 'Last week', 'Up to Today', 'Last month', 'Current Period', and 'Current Year'. The 'Direct selection' section has a text field for 'Infotype' and a button 'STy'. The status bar at the bottom shows 'RD0 (1) (201)' and 'ssvaphrddci INS'.

50. Click  .

Maintain HR Master Data

The screenshot shows the SAP HR Master Data maintenance interface. The top menu bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The title bar reads 'Maintain HR Master Data'. The main area displays data for Personnel no. 20000119, Name Mr. Manue1 Check, PersArea 1111, Human Res Info Sys Div, EEGroup Permanent, PSubarea 0001, Non Represented, EESubgroup 01, Exception Monthly, and Status Active. The 'Basic Personal Data' tab is selected. A list of infotypes is shown on the left, with 'Additional Payments' highlighted. The 'Period' section on the right allows selection of a date range and frequency. The 'Direct selection' section at the bottom shows 'Infotype' and 'STy'.

Personnel no. 20000119
Name Mr. Manue1 Check
PersArea 1111 Human Res Info Sys Div EEGroup Permanent
PSubarea 0001 Non Represented EESubgroup 01 Exception Monthly Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text E
Basic Pay ☒
Recurring Payments/Deductions ☒
Additional Payments ☒
Cost Distribution ☒
Bank Details ☒
External Bank Transfers ☒
Payroll Status ☒
Residence Tax Area ☒
Work Tax Area ☒

Period
Fr. To
☐ Today ☐ Curr. week
☐ A11 ☐ Current month
☐ From curr. date ☐ Last week
☐ Up to Today ☐ Last month
☐ Current Period ☐ Current Year
Choose

Direct selection
Infotype STy

RD0 (1) (201) ssvaphrddci INS

51. Click  .

Create Additional Payments

52. As required, complete/review the following fields:

| Field Name | R/O/C | Description |
|------------|-------|--|
| Wage type | R | This is an object in Payroll and Personnel Administration which stores amounts or time units that are used to calculate pay and deductions, store results, and determine statistics. It separates amounts and time units for various business processes. It enables the system to process amounts and time units in different ways during the payroll run. Example: 3100 |
| Amount | R | It is the total dollar value of a wage type. Example: \$396.06 |

53. Click .


54. Click .

55. Run another payroll simulation (See “Run Payroll Simulation and View Log” user procedure for assistance) for 5/2004 pay period and view the log to check the net. As you can see, the net is now back to \$1230.98 in the example below.

Detail View of Log

| Detail View of Log | |
|----------------------|----------|
| * /550 Statutory | 1,214.13 |
| * /552 Difference | 615.50 |
| * /559 Payment 01 | 1,230.98 |
| * /560 Amount to | 1,230.98 |
| * /5PY Good Money | 2,390.00 |
| * /5U0 Tot EE tax | 560.37 |
| * /5U1 Tot ER tax | 192.09 |
| * /5U3 Number of | 1.00 |
| * /5UA Gen Taxabl | 1,774.50 |
| * /5UB Tax base w | 1,774.50 |
| * /5UG Tax gross | 1,774.50 |
| * /5UH Worked Hou 02 | 80.00 |
| * /5UT Actual Wor | 80.00 |
| * /5UU Taxable Ho | 80.00 |
| * /5Uw Number of 02 | 2.00 |
| * /601 TB Withho1 01 | 2,258.91 |
| * /603 TB EE Soci 01 | 2,390.00 |
| * /604 TB ER Soci 01 | 2,390.00 |

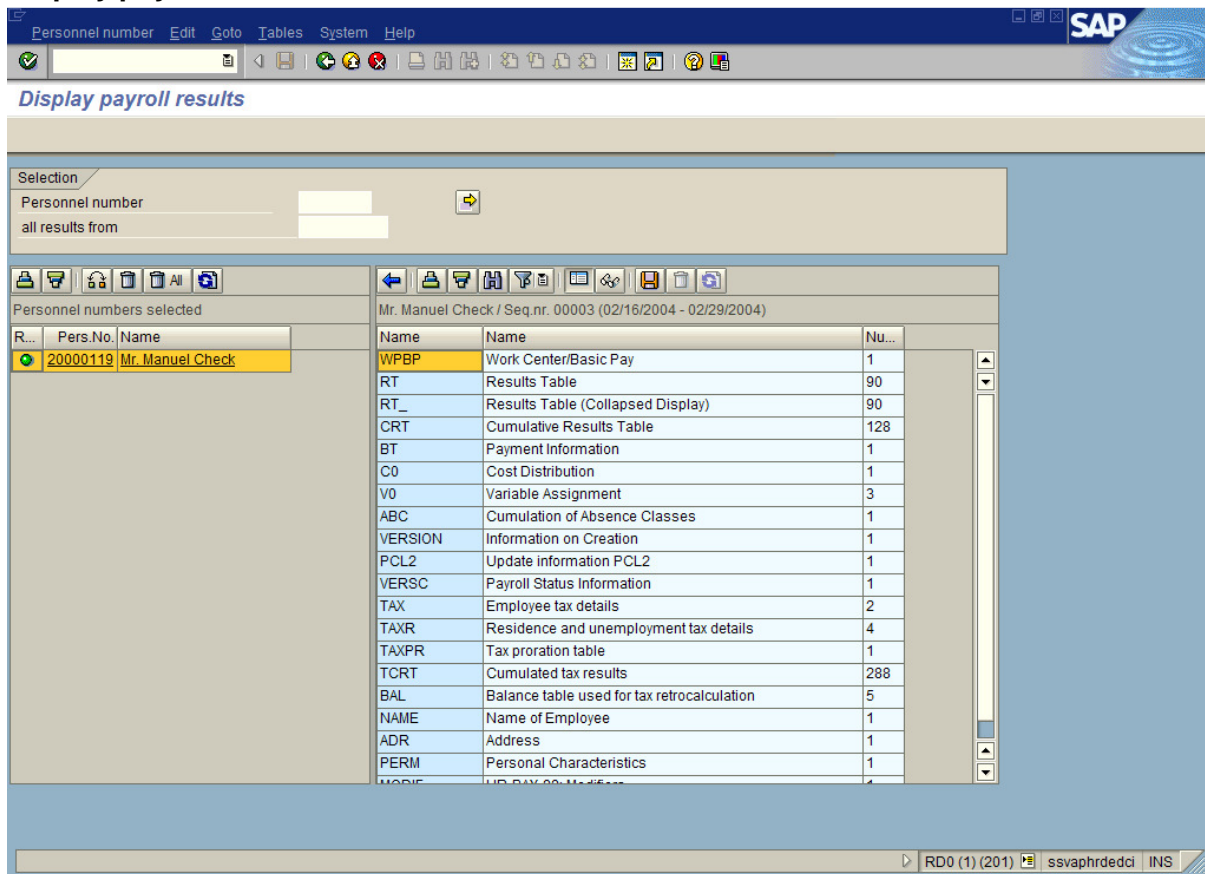
RD0 (1) (201) ssvaphrddci INS

56. Click  to exit the simulation transaction.
57. Once pay period 5/2004 has run, check out the employee's payroll results (See “View Payroll History for Employee” user procedure for assistance)
58. As you can see in the example below, the 4/2004 pay period was recalculated. This is shown by the “P” and “A” in the left hand column. “P” stands for Previous and “A” is for Current. Plus there is also a result for the 5/2004 pay period.

| ... | Pmt date | ... | For-Peri... | In-Period | Start/FP | End/FP | OC ... | OC ... | P... | P... | O... | ... | ... |
|-----|------------|-----|-------------|-----------|------------|------------|--------|--------|------|------|------|-----|-----|
| P | 02/25/2004 | | 04.2004 | 04.2004 | 02/01/2004 | 02/15/2004 | | | 11 | 11 | | | |
| A | 02/25/2004 | | 04.2004 | 05.2004 | 02/01/2004 | 02/15/2004 | | | 11 | 11 | | | |
| A | 03/10/2004 | | 05.2004 | 05.2004 | 02/16/2004 | 02/29/2004 | | | 11 | 11 | | | |

59. Double-click 03/10/2004.

Display payroll results



The screenshot shows the SAP 'Display payroll results' screen. At the top, there is a menu bar with 'Personnel number', 'Edit', 'Goto', 'Tables', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Display payroll results' and contains a 'Selection' section with input fields for 'Personnel number' and 'all results from'. Below this is a table of 'Personnel numbers selected' with columns 'R...', 'Pers.No.', and 'Name'. The table contains one entry: '20000119 Mr. Manuel Check'. To the right of this table is a larger table with columns 'Name', 'Name', and 'Nu...'. This table lists various payroll components and their counts. The status bar at the bottom shows 'RD0 (1) (201)' and 'ssvaphrddci INS'.

| R... | Pers.No. | Name |
|------|----------|------------------|
| | 20000119 | Mr. Manuel Check |

| Name | Name | Nu... |
|---------|---|-------|
| WPBP | Work Center/Basic Pay | 1 |
| RT | Results Table | 90 |
| RT_ | Results Table (Collapsed Display) | 90 |
| CRT | Cumulative Results Table | 128 |
| BT | Payment Information | 1 |
| C0 | Cost Distribution | 1 |
| V0 | Variable Assignment | 3 |
| ABC | Cumulation of Absence Classes | 1 |
| VERSION | Information on Creation | 1 |
| PCL2 | Update information PCL2 | 1 |
| VERSC | Payroll Status Information | 1 |
| TAX | Employee tax details | 2 |
| TAXR | Residence and unemployment tax details | 4 |
| TAXPR | Tax proration table | 1 |
| TCRT | Cumulated tax results | 288 |
| BAL | Balance table used for tax retrocalculation | 5 |
| NAME | Name of Employee | 1 |
| ADR | Address | 1 |
| PERM | Personal Characteristics | 1 |
| MODIF | Update Information | 1 |

60. Double-click **RT_**.

Tables / field strings of payroll result

| Personnel No. | | |
|--|--|--|
| 20000119 Mr. Manuel Check - USA | | |
| Seq. number 00003 - accounted on 11/11/2004 - current result | | |
| For-Period 05.2004 (02/16/2004 - 02/29/2004) | | |
| In-Period 05.2004 (Fin.: 02/29/2004) | | |

| Table RT - Results Table (Collapsed Display) | | |
|--|--|----------|
| A Wage type | APC1C2C3ABKoReBTAvvTvn One amount/one number | Amount |
| * /101 Total gros | | 1,774.50 |
| * /102 401(k) Wag | | 2,390.00 |
| * /109 ER benefit | | 282.60 |
| * /110 Net payment | | 598.65- |
| * /114 Base wage | | 1,774.50 |
| * /190 J1 Base | | 1,774.50 |
| * /191 Spcl Union | | 1,774.50 |
| * /192 DCP Base | | 1,774.50 |
| * /193 LTD Base | | 1,774.50 |
| * /194 R1 Base | | 1,774.50 |
| * /195 Rtmnt Base | | 1,774.50 |
| * /196 Plan1 Base | | 1,774.50 |
| * /301 TG Withho1 01 | | 2,390.00 |
| * /303 TG EE Soci 01 | | 2,390.00 |
| * /304 TG ER Soci 01 | | 2,390.00 |
| * /305 TG EE Medi 01 | | 2,390.00 |
| * /306 TG ER Medi 01 | | 2,390.00 |
| * /310 TG ER Unem 02 | | 2,390.00 |
| * /332 TG ER Acci 02 | | 2,390.00 |
| * /333 TG ER Medi 02 | | 2,390.00 |
| * /334 TG ER Supl 02 | | 2,390.00 |
| * /342 TG EE Supl 02 | | 2,390.00 |
| * /343 TG EE Medi 02 | | 2,390.00 |
| * /401 TX Withho1 01 | | 372.86 |
| * /403 TX EE Soci 01 | | 148.18 |
| * /404 TX ER Soci 01 | | 148.18 |
| * /405 TX EE Medi 01 | | 34.66 |

61. Find the /Z02 Inflow, the /552 Difference, and the /559 Payment wage types.


| | | |
|-------------------|--------|----------|
| * /Z02 Inflow(/10 | 615.50 | . |
| * /552 Difference | 615.50 | . |
| * /559 Payment | 01 | 1,230.98 |

62. Also find the 3100 Agency Reimbursement wage type.

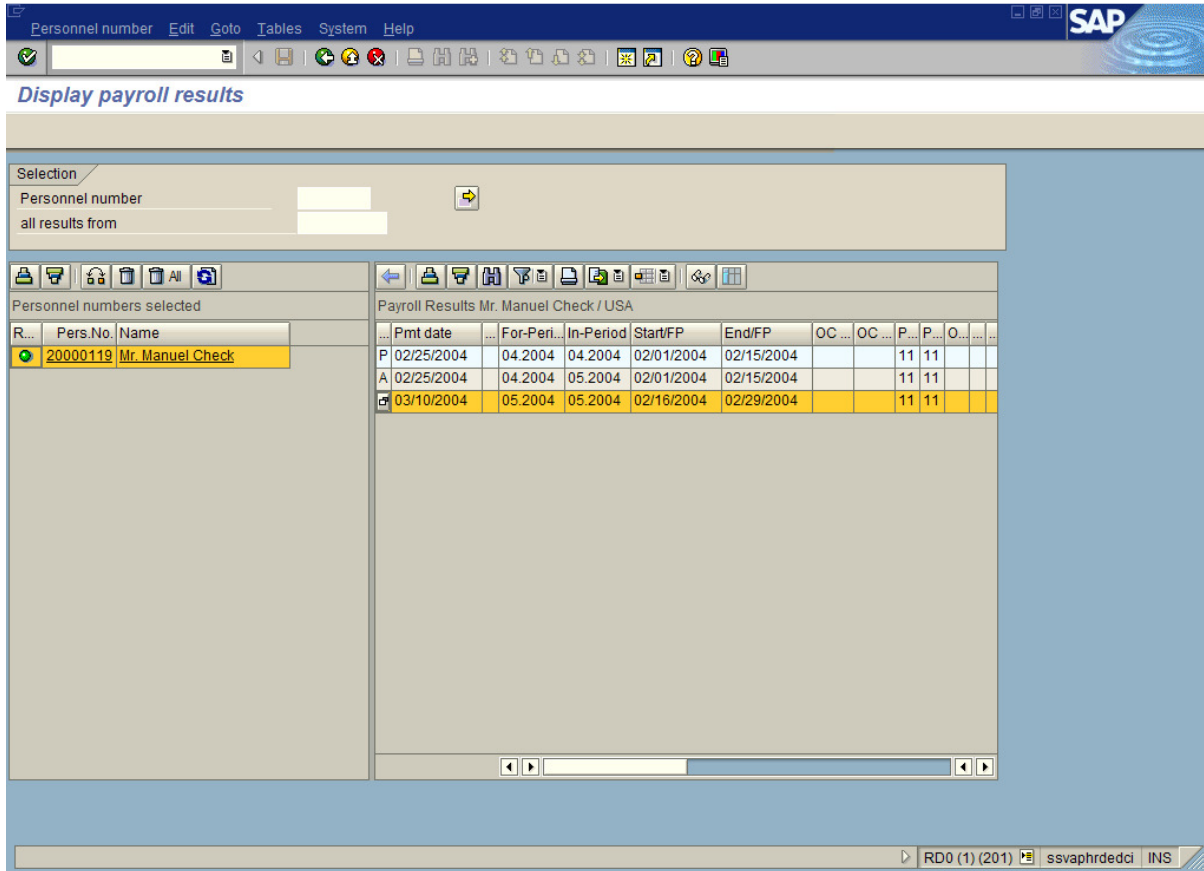
| | |
|-------------------|---------|
| 3 3100 Agency Rei | 396.06- |
|-------------------|---------|

63. Here are the new totals for the Tax wage types. There might be other deductions affected by the difference. It would depend on the type of pay.

| | |
|----------------------|--------|
| * /401 TX Withho1 01 | 372.86 |
| * /403 TX EE Soci 01 | 148.18 |
| * /404 TX ER Soci 01 | 148.18 |
| * /405 TX EE Medi 01 | 34.66 |
| * /406 TX ER Medi 01 | 34.66 |

64. Click  to return to the results screen.

Display payroll results

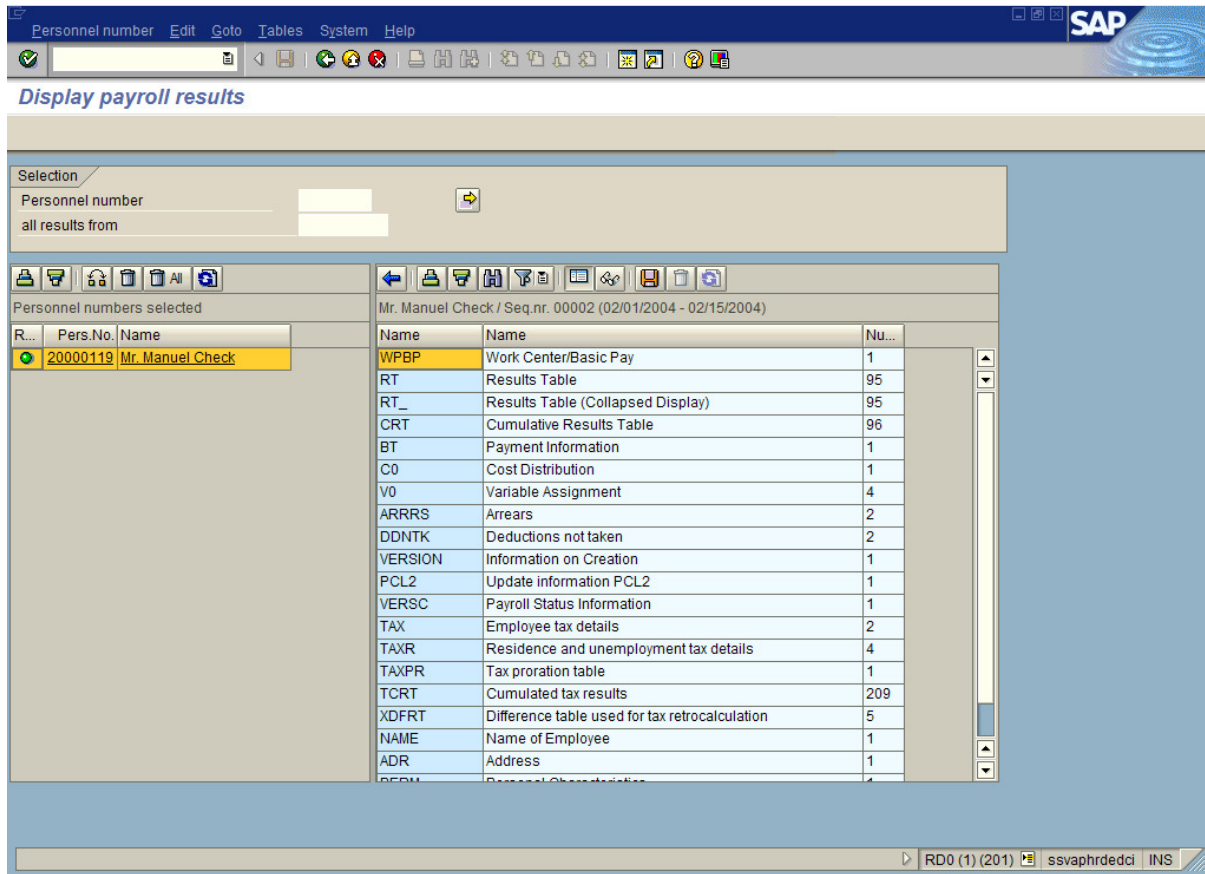


The screenshot shows the SAP 'Display payroll results' screen. At the top, there is a menu bar with 'Personnel number', 'Edit', 'Goto', 'Tables', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is divided into two panes. The left pane, titled 'Selection', contains input fields for 'Personnel number' and 'all results from'. The right pane, titled 'Payroll Results Mr. Manuel Check / USA', displays a table of payroll data. The table has columns for 'Pmt date', 'For-Peri...', 'In-Period', 'Start/FP', 'End/FP', 'OC...', 'OC...', 'P...', 'P...', 'O...', and '...'. The data rows show payroll periods for 02/25/2004 and 03/10/2004. The status bar at the bottom indicates 'RD0 (1) (201)' and 'ssvaphrddcd | INS'.

| ... | Pmt date | For-Peri... | In-Period | Start/FP | End/FP | OC ... | OC ... | P... | P... | O... | ... |
|-----|------------|-------------|-----------|------------|------------|--------|--------|------|------|------|-----|
| P | 02/25/2004 | 04.2004 | 04.2004 | 02/01/2004 | 02/15/2004 | | | 11 | 11 | | |
| A | 02/25/2004 | 04.2004 | 05.2004 | 02/01/2004 | 02/15/2004 | | | 11 | 11 | | |
| | 03/10/2004 | 05.2004 | 05.2004 | 02/16/2004 | 02/29/2004 | | | 11 | 11 | | |

65. Double-click on the new **02/25/2004** result.

Display payroll results



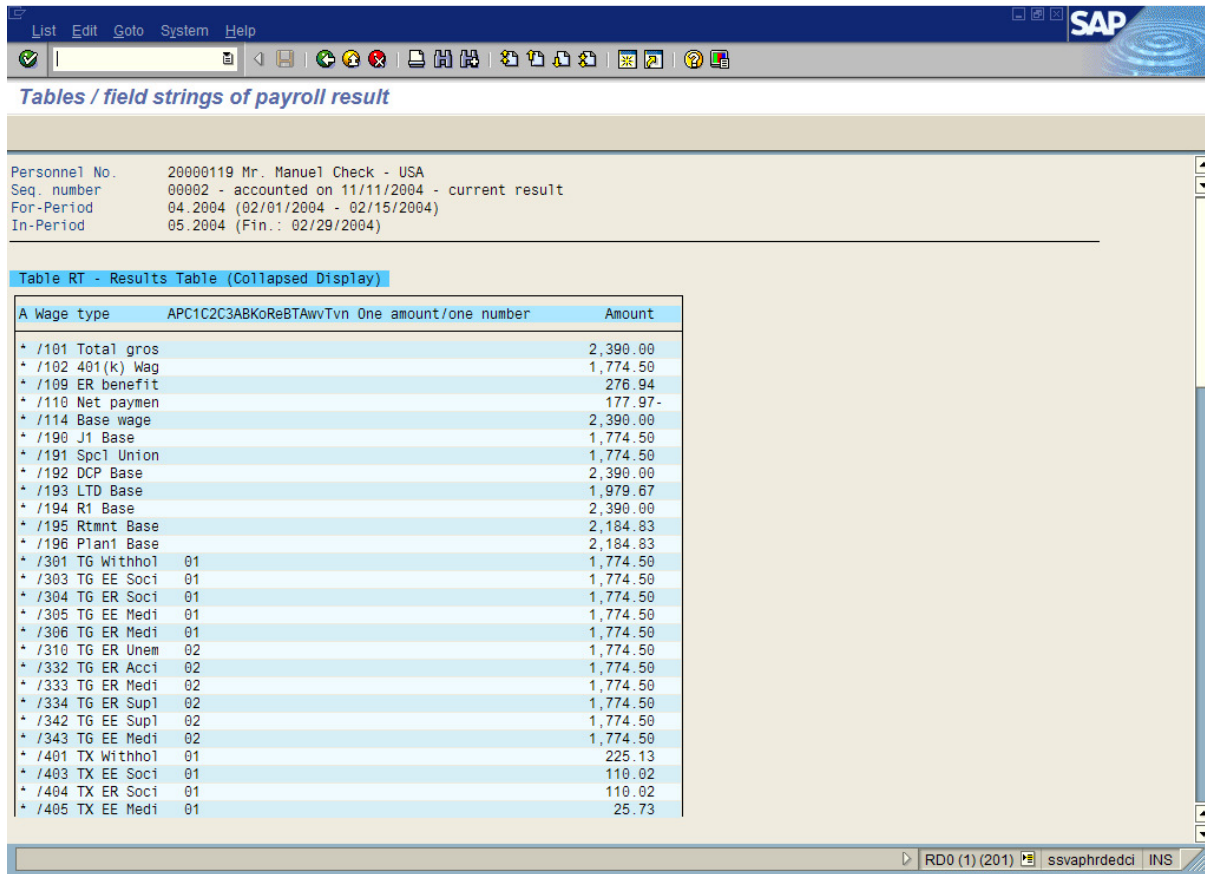
The screenshot shows the SAP 'Display payroll results' interface. At the top, there's a menu bar with 'Personnel number', 'Edit', 'Goto', 'Tables', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Display payroll results' and contains a 'Selection' section with input fields for 'Personnel number' and 'all results from'. Below this is a table of 'Personnel numbers selected' with columns 'R...', 'Pers.No.', and 'Name'. The first row is highlighted in yellow and contains '20000119' and 'Mr. Manuel Check'. To the right of this table is a larger table with columns 'Name', 'Name', and 'Nu...'. This table lists various payroll components and their counts. The status bar at the bottom shows 'RD0 (1) (201)' and 'ssvaphrddci INS'.

| R... | Pers.No. | Name |
|------|----------|------------------|
| | 20000119 | Mr. Manuel Check |

| Name | Name | Nu... |
|---------|--|-------|
| WPBP | Work Center/Basic Pay | 1 |
| RT | Results Table | 95 |
| RT_ | Results Table (Collapsed Display) | 95 |
| CRT | Cumulative Results Table | 96 |
| BT | Payment Information | 1 |
| C0 | Cost Distribution | 1 |
| V0 | Variable Assignment | 4 |
| ARRRS | Arrears | 2 |
| DDNTK | Deductions not taken | 2 |
| VERSION | Information on Creation | 1 |
| PCL2 | Update information PCL2 | 1 |
| VERSC | Payroll Status Information | 1 |
| TAX | Employee tax details | 2 |
| TAXR | Residence and unemployment tax details | 4 |
| TAXPR | Tax proration table | 1 |
| TCRT | Cumulated tax results | 209 |
| XDFRT | Difference table used for tax retrocalculation | 5 |
| NAME | Name of Employee | 1 |
| ADR | Address | 1 |
| PERM | Personal Characteristics | 4 |


66. Double-click RT_.

Tables / field strings of payroll result



The screenshot displays the SAP Payroll Results Table (Table RT) for Mr. Manuel Check. The table lists various wage types and their corresponding amounts. The header row is 'A Wage type' and 'APC1C2C3ABKoReBTAwvTvn One amount/one number'. The amounts are listed in the 'Amount' column.

| A Wage type | APC1C2C3ABKoReBTAwvTvn One amount/one number | Amount |
|----------------------|--|----------|
| * /101 Total gros | | 2,390.00 |
| * /102 401(k) Wag | | 1,774.50 |
| * /109 ER benefit | | 276.94 |
| * /110 Net paymen | | 177.97 |
| * /114 Base wage | | 2,390.00 |
| * /190 J1 Base | | 1,774.50 |
| * /191 Spcl Union | | 1,774.50 |
| * /192 DCP Base | | 2,390.00 |
| * /193 LTD Base | | 1,979.67 |
| * /194 R1 Base | | 2,390.00 |
| * /195 Rtmnt Base | | 2,184.83 |
| * /196 Plan1 Base | | 2,184.83 |
| * /301 TG Withho1 01 | | 1,774.50 |
| * /303 TG EE Soci 01 | | 1,774.50 |
| * /304 TG ER Soci 01 | | 1,774.50 |
| * /305 TG EE Medi 01 | | 1,774.50 |
| * /306 TG ER Medi 01 | | 1,774.50 |
| * /310 TG ER Unem 02 | | 1,774.50 |
| * /332 TG ER Acci 02 | | 1,774.50 |
| * /333 TG ER Medi 02 | | 1,774.50 |
| * /334 TG ER Supl 02 | | 1,774.50 |
| * /342 TG EE Supl 02 | | 1,774.50 |
| * /343 TG EE Medi 02 | | 1,774.50 |
| * /401 TX Withho1 01 | | 225.13 |
| * /403 TX EE Soci 01 | | 110.02 |
| * /404 TX ER Soci 01 | | 110.02 |
| * /405 TX EE Medi 01 | | 25.73 |

67. Click  to exit the transaction.
68. You have completed this transaction.

Result

You have successfully reconciled a manual check.

Comments

None.